

PERSONNEL INSIGHTS

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Comments From Our Technical Director



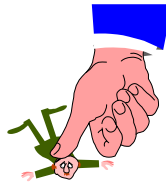
Our greatest challenge, by far, is keeping you informed. In the past, we used Staffing Updates to the CPFs, DPCT Newsflash, and the Palace Compass homepage. While these have been effective to a degree, they do not guarantee your personal receipt of the information. For that reason, we decided to distribute a quarterly newsletter. It should facilitate our announcement of key employment system enhancements, regulatory changes, upcoming events and any business process changes that may effect how you submit data to us. We value this opportunity to address these and other issues and would like your feedback as to the value of this newsletter and suggestions for future editions.

In this edition, we would like to call your attention to the recent appointing authority authorized by OPM to deal with the tragic events of September 11, 2001. We held our first telecast to quickly communicate the information on how to use the temporary excepted appointment authority and have posted the script, slides and questions on our web page.

INSIDE THIS ISSUE

- | | |
|---|---|
| 1. A-76 and Outsourcing | 8. More Bases and Movement of Service |
| 2. Outside the Register (OTR) Temporary Positions | 9. Crediting Military Retiree's Service |
| 3. AFPC Summer Unit 2001 | 10. Noble Eagle Appointment Authorities |
| 4. Options for Clerical/Admin Support Positions | 11. Hey, The Air Force has Business Objects (BO) |
| 5. Contracting Career Field "Raises the Bar" | 12. Delegated Examining Office (DEO) Request Form |
| 6. Pre-positioned External Resumes | 13. HQ AFPC Personnel Moves |
| 7. Area of Consideration - Delegated Examining Office (DEO) Announcements | |

A-76 and Outsourcing



Bill would spare thousands of Defense civilians from A-76 studies

Almost 10,000 Defense Department civilian employees would not have to compete for their jobs next year under a provision in the 2002 Defense authorization bill that the House is scheduled to take up soon.

Section 331 of the bill strictly limits the number of federal jobs the Defense Department could submit to new public-private job competitions in fiscal year 2002. While the Pentagon has targeted roughly 13,000 positions for new outsourcing studies next year, the bill caps the number of jobs that could be competed in new studies at 3,053.

Under the limit, the Army can start competitions on no more than 328 civilian full-time equivalent (FTE) positions. The Navy may review up to 453 new FTEs, while the Air Force is capped at 936 FTEs and other defense agencies at 1,336 FTEs altogether. No civilians working for the Marine Corps may be subject to new competitions.

If the limit becomes law, the Pentagon could be hard-pressed to meet competition quotas that will be part of the Bush administration's competitive sourcing initiative in the future. Since the limit does not apply to ongoing Pentagon job competitions, it would have no effect on the Pentagon's ability to meet its fiscal 2002 goal of competing approximately

22,000 jobs considered commercial in nature. The Defense Department will come close to meeting this goal, according to a Defense official who requested anonymity.

The House Armed Services Committee approved the limit on new competitions during markup of the Defense bill last month. The limit ensures the Pentagon will only start competitions it can pay for, according to the [committee's report on the bill](#).

"The committee is increasingly concerned with the outsourcing process and believes the agencies and services are under too much budgetary pressure to initiate and complete studies," said the report.

The committee imposed the cap of 3,053 jobs instead of approving a Pentagon request to add an additional 3,200 positions to the 10,000 jobs it had already planned to put up for competition in 2002. The Pentagon made the request at the behest of the Office of Management and Budget, which directed the department to compete 3,200 more positions to meet future competition targets set by the administration, the Defense official said.

The limit applies to both the request of 3,200 positions and to the previous 10,000 jobs, according to an [analysis by the Congressional Budget Office](#) (CBO).

Capping the number of new jobs competed at 3,053 would save Defense \$34 million between 2002 and 2004, according to the CBO.

Competing fewer positions would result in smaller long-term savings for the Pentagon, however. Using information from the Pentagon and the General Accounting Office, the CBO estimates the department will net \$10,500 in recurring

savings for each position competed. This means the Pentagon would miss out on \$155 million in potential savings in 2005-2006 alone if it competes only 3,053 new jobs next year, according to the CBO

The limit needlessly interferes with the Pentagon's competitive sourcing program, according to the president of a contractors' association.

"That's baloney. I mean, you're trying to manage the government from Congress?" asked Gary Engebretson, president of the Contract Services Association. "Congress was not elected to manage the [Defense] department."

Outside the Register (OTR) **Temporary Positions**

OPM recently notified the Air Force in an evaluation report to "take steps to ensure temporary positions are filled under competitive examining procedures. Use 5 CFR Part 333 to fill temporary appointments only when there are insufficient eligible candidates."

If management needs to expand recruitment beyond non-status applicants (e.g., VRA Reinstatements, Transfers, etc.), the CPF will use the AFPC DEU procedures to fill the position. If competitive examining results in insufficient candidates, the DEU will notify the CPF. As in any recruitment process, the selecting official must then decide how to proceed. When the register contains insufficient candidates, the CPF can send the PAR to the AFPC staffing team to recruit OTR.



AFPC Summer Unit 2001

The first-ever centralized AFPC Summer Unit officially stood up on 1 Mar 01 headed by the Eastern Region. This new business process streamlined the summer hire employment program

and gave one stop shopping for the Air Force Personnel Center (AFPC), Civilian Personnel Flights (CPF) and applicants. It allowed the AFPC regions to continue business as usual. The AFPC Summer Program Working Group began work in Nov 00 to stand up this new unit, and many of the decisions were driven by the anticipated deployment of the Modern System and lessons learned from past summer programs. The Summer Program web site and a structured timeline were much needed tools that have produced good efficiencies and helped the program to be even more successful than past years. The first accession was processed 30 Apr 01, and to date, the unit has processed approximately 3,530 accession actions. The heaviest pay period was 1,480 actions. Next year's team will rotate to the Western Region and will begin early to look at the program for 2002. AFPC hopes to receive many answered surveys at the end of the program to assist the 2002 team effort for a continued centralized AFPC Summer Unit.



Examining Options for **Clerical and Administrative** **Support Positions and** **Changes to Delegated** **Examining Services**

We recently received information that OPM has approved a change to the Qualifications Standards for Clerical and Administrative Support Positions. To afford agencies as much flexibility as possible to compete in the tight labor market, the written test requirement for these positions is eliminated. Experience and education requirements are unchanged. Agencies must still use job-related assessment tools when making competitive appointments under a delegated examining authority or when using Outside-the-Register

selection procedures under 5 CFR 333. Some of the assessment tools available are: commercially available written tests, rating schedules and crediting plans, work samples, structured interviews and OPM examining services.

Contracting Career Field Raises the Bar

As of 1 Oct 00, the qualification requirements for those in the contracting occupations were changed. Once again the bar has been raised. Now all those entering contracting occupations must have a bachelor's degree **AND** 24 semester hours in the following disciplines: business, finance law, contracts, purchasing, economics, industrial management, marketing, quantitative methods and organizational management.

The new law, FY-01 Floyd D. Spense National Defense Authorization Act for FY 2001, Section 808 (that actually revised Title 10, Section 1724) makes it tougher for candidates to become DoD contracting specialists and contracting officers. But at the same time, it rescinded the grandfather provisions of the older acquisition laws. Thus recognizing that current and past contracting experience of current DoD employees is the most valuable qualification.

Current DoD employees who have been continuously employed since 30 Sept 00 and who may not have the education, nor ever held a contracting position, but do have qualifying skills for the contracting field, may still be considered and selected; however, they would need a waiver. The waiver procedures have not been substantially changed.

Questions about how the Air Force will be applying this new qualification standard should be directed to your servicing teams.

Pre-positioned External Resumes

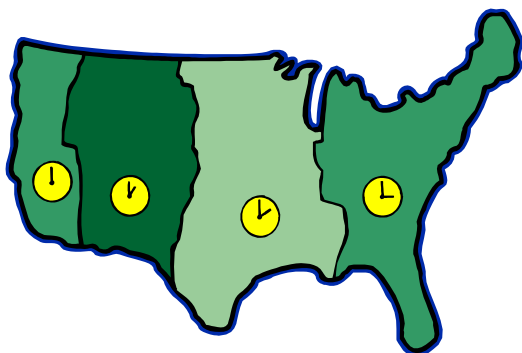
With an eye on finding flexibilities for our selecting officials, AFPC will introduce a new external application business process that we call "pre-positioned" resume. This new process will afford us the ability to be more responsive by pulling a referral the first business day following the closing date of an announcement--we no longer need to wait 5 business days for the processing of resumes. To be considered for civil service employment at AFPC-served installations, applicants must have a resume and supplemental data on file prior to self-nominating for vacancies. AFPC maintains a resume database inventory (RESUMIX), and we encourage applicants to submit a resume and supplemental data questions if they are interested in employment with the Air Force--do not wait until a job vacancy is announced. In addition, we will extend the expiration date of resumes from 180 days to one year. More to come!



Area of Consideration Delegated Examining Office (DEO) Announcements

Did You Know? When requesting a referral certificate through the Delegated Examining Office (DEO), the area of consideration can be limited to the local commuting area for **temporary and temporary intermittent** positions. This exception can be useful when filling short-term temporary positions, when a quick enter-on-duty date is desired. It can also reduce the number of declinations typically received from applicants not interested in relocating for temporary employment.

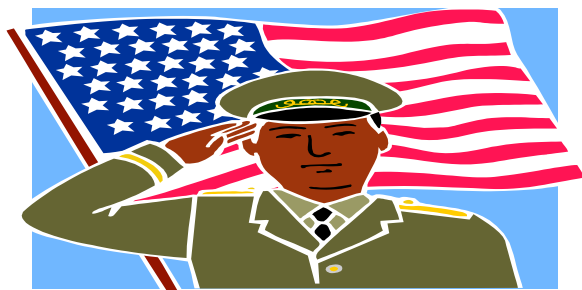
This option is probably not practical for positions that are hard-to-fill, or locations with a high cost of living or remote duty station. Note that term and permanent positions are excluded from this exception. You may indicate your desire to use this exception in the remarks section (Block 17) of the revised DEU-Form 1 located on our AFPC web site at <http://www.afpc.randolph.af.mil/DPC/>.



More Bases and Movement of Service

AFPC recently transitioned Lackland and Maxwell AFBs to the Central Region. The service for Charleston and McChord AFBs has been moved to the Eastern Region. The service for Nellis, Whiteman and Mt Home AFBs has been moved to the Western Region. These changes will help realign AFPC servicing by MAJCOMS--a near-term goal.

We expect to make some more moves in the future and trust this will provide more efficient and consistent service for our customers.



Crediting Military Retiree's Service

We need your help in crediting military retiree's service.

Section 6303 of Title 5, United States Code, restricts the amount of leave accrual credit military retirees receive for their active duty

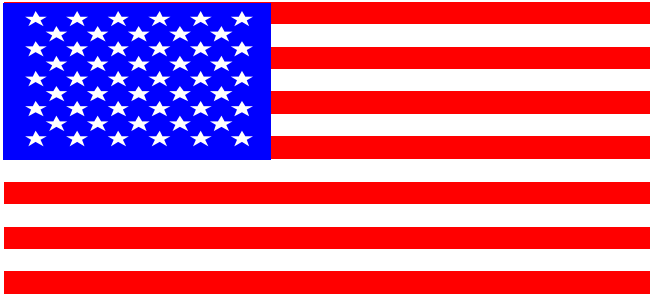
service. Generally, all service is creditable if the retirement is based on a disability resulting from an armed conflict or instrumentality of war. If not, credit is limited to service *during a war or in a campaign or expedition for which a campaign badge has been authorized*.

When a retiree's DD 214 does not show the exact dates of service in a campaign or expedition, we use the SF 813, Verification of a Military Retiree's Service in Non-wartime Campaigns or Expeditions, to request that information. This form is completed as new employees in-process. The retiree lists the campaigns on the form and the Civilian Personnel Flights send the form to the appropriate Military Personnel Center. Upon validating the service, the Military Personnel Center forwards the form to us (AFPC). We, in turn, process the resulting change in the service computation date (SCD).

Here's our dilemma. We have no record of whether the form has been initiated and you have no record of whether the form was returned by the Records Center. It's taking 7 to 10 months for the Records Center to verify the service and return the form. This means close to a year may have passed before we realize the form was not initiated (or lost).

In fact, the Air Force Evaluation Team has written us up (numerous times) for the lack of evidence that the SF 813 form was initiated to verify creditable active duty service.

Eventually, new employees will complete this form over the web. Until then, we must rely on you to complete the form (and you on us to credit validated service). In the interim, please be aware of this dilemma. You can help by providing us courtesy copies of the SF 813. You may want to establish a suspense file to assure the SCD is adjusted. Finally, you can help by providing your file copy of the form when/if the appointment is included in the next AF evaluation.



NOBLE EAGLE APPOINTMENT AUTHORITIES

To deal with the aftermath of the tragic attacks against the United States, the Office of Personnel Management (OPM) has provided temporary excepted appointment authority for up to one year. CPFs may use this authority to hire employees in support of rescue, recovery, investigation, security and directly related functions. Appointments are exceptions to Reemployment Priority List (RPL), Interagency Career Transition Assistance Program (ICTAP) and DoD Priority Placement Program (PPP). In addition, since the authorities are in the excepted service, they can be used without regard to procedures we normally follow in the day-to-day staffing operation to fill positions in the competitive service such as open announcement, OPM qualification standards and application of veteran's preference. However, if you choose to have us announce a position to be filled under these authorities, the use of veteran's preference would apply.

Excepted Appointment Authorizes:

(1) Temporary Emergency Need (Up to 1 Year): Under 5 CFR 213.3102(i)(3), OPM has granted authority for agencies to fill, on a temporary basis, positions affected by or needed to deal with the Sep 11, 2001 attacks. You may appoint individuals for up to 1 year.

(2) 30-Day Critical Need: Under 5 CFR 213.3102(i)(2), you may make 30-day appointments and extend them for 30 days.

Under both authorities, OPM qualification standards do not apply and the qualification requirements are determined locally by the CPF and management.

Operational Instructions on How To Use These Authorities:

You may use these authorities in one of two ways:

(1) "Point and Appoint:" Under this option you identify the candidate that you want to appoint, fill in their name on the RPA and send their resume along with in-processing documentation to the in boxes identified below. This option requires no announcement.

(2) The second option would be to request fill or recruitment assistance. Under this option, we can (a) screen the RESUMIX inventory of external candidates for desired skills; (b) screen against candidates registered for your locations through the Civilian Announcement Notification System (CANS); or (c) post vacancy announcements and refer candidates who self-nominate. If you choose to have the positions announced, we will post them any day of the week you choose and for the length of time you specify. Our normal announcement procedures (open Friday and close Thursday) do not apply for these special authorities.

How to Submit Fill Actions:

Submit PARs to the special in boxes listed below: For IOC bases, submit RPAs to the normal in box. Under Part D, include a statement that this is a priority fill due to National Emergency in support of Operation Noble Eagle. In turn, we will prioritize these requests.

Special In boxes' Name and Report Group Code:

Central Region: AFPC, Central Terr Attack, DPCFCP

Eastern Region: AFPC, East Terr Attack DPCFEP

Southern Region: AFPC, South Terr Attack DPCFSP

Western Region: AFPC, West Terr Attack, DPCFWP

Integration Branch: AFPC, DPCTI Terr Attack, DPCTIP

Please advise your servicing teams of anticipated emergency hires. Day-to-day operational issues related to how to make appointments under these authorities should be referred to your servicing team. Questions concerning Air Force policy on when you should be using these authorities and the types of positions that they can be used to fill, should be directed to your MAJCOMs. My action officer is at DSN 665-3045, ext. 4105.



Hey. The Air Force has BO!!!

Not that kind of BO. The Air Force has purchased Business Objects (BO) to be the “query tool” for the modern system. What is BO? BO is a Windows, Structured Query Language (SQL) based program that interprets and “writes” the SQL (Queries that will replace DESIRES and ATLASEs in the modern system) for you. You don't have to know SQL. However, if you do know SQL, you will appreciate all the shortcuts that BO provides. If you don't know SQL, the hard work is done for you. BO provides ‘functionalists’ (personnel specialists that don't work with computers) the capability to pull information out of the Modern System, RESUMIX, CPDSS and Experience History databases to prepare their own reports without asking a “systems guy” for help. Once you start using BO, you will see how intuitive the application is and how forgiving it is should you not get something right the first time you try. “Undo” buttons sure help. As you will see, BO is powerful, user friendly and an easy to use tool. It is a little different, so it will take some training and practice to get you going. But once you do, you will like it.

To get more information on BO and what it can do, visit the AFPC BO Information WEB page at: www.afpc.randolph.af.mil/dpc/BO/bo.htm.

Delegated Examining Office (DEO) Request Form

The DEU Form-1, which is used to request a referral certificate from the AFPC Delegated Examining Office, was revised 1 May 01 to provide a more “user-friendly” format. Civilian Personnel Flights (CPFs) are required to use the new form located on our AFPC web site, DEU section, at <http://www.afpc.randolph.af.mil/DPC/>. The form can be completed on line and forwarded to the E-mail address shown in Block 6.

To ensure requests are received, the DEO has initiated an automatic E-mail message reply procedure. Upon receipt of a DEU Form-1 by E-mail, you will receive an E-mail verifying that the DEO office received your request. Hopefully, this will prevent misaddressed E-mails disappearing into the “E-mail Bermuda triangle.” Since this process provides receipt verification, we encourage CPFs to use E-mail rather than fax when submitting requests. If the position COREDOC or position description cannot be E-mailed, please use the fax server number, Comm (210) 565-3183 or DSN 665-3183 to submit your documents.



Quick Info

Did You Know You Can Register on line for Career Programs?

<http://www.afpc.randolph.af.mil/cp>

Services Directory

AFPC Civilian Employment Internet Addresses

Civilian Employment Home Page:

<http://www.afpc.randolph.af.mil/afjobs>

Directorate of Civilian Personnel Home Page:

<http://www.afpc.randolph.af.mil/dpc>

Office of Personnel Management (OPM)

Home Page - <http://www.opm.gov>

Human Resources References -

<http://www.opm.gov/references/>

USAJobs - <http://www.usajobs.opm.gov>

Veterans - <http://www.opm.gov/veterans/>

VetGuide/VetsInfo Guide -

<http://www.opm.gov/veterans/index.htm>

People With Disabilities - <http://www.opm.gov/disability/>

Students - <http://www.usajobs.opm.gov/b4.htm>

Reduction In Force (RIF) -

<http://www.opm.gov/rif/general/rifmenu.htm>

Retraining Centers "One-Stop Centers" -

<http://www.opm.gov/rif/general/onestop.htm>

Other Information

Veteran's Preference Advisor -

<http://www.dol.gov/dol/vets/public/programs/programs/preference/main.htm>

America's Job Bank - <http://www.ajb.org>

Dept of Veterans Affairs - <http://www.va.gov/>

Defense Finance and Accounting Service (DFAS) -

<http://www.dfas.mil>

Employee/Member Self Service (E/MSS) system -

<http://www.dfas.mil/emss/>